NATIONAL GUARD BUREAU



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ARNG-HRH

APR 13 2017

MEMORANDUM FOR Military Personnel Management Officers of all States, Puerto Rico, Guam, the U.S. Virgin Islands, and the District of Columbia,

SUBJECT: Army National Guard Administrative Separation of Army National Guard Second Lieutenants for Failure to Meet Military Education Requirements or Failure to Qualify for Promotion to First Lieutenant (PPOM 17-024)

1. References:

- a. US Code Title 10, subtitle E, Part III, Chapter 1407, Section 14503.
- b. Army Regulation (AR) 135-7, Incentive Programs, 15 April 1996.
- c. AR 135-155, Promotion of Commissioned Officers and Warrant Officers Other Than General Officers, 13 July 2004.
 - d. AR 135-175, Separation of Officers, 4 August 2011.
- e. National Guard Regulation (NGR) 600-100, Commissioned Officer Federal Recognition and Related Personnel Actions, 15 April 1994.
 - f. National Guard Regulation 635-100, Personnel Separations, 8 September 1978.
- g. Memorandum, ARNG-HRH, Subject: Corrected Copy: Promotion from Second Lieutenant (2LT) to First Lieutenant (1LT) and from Warrant Officer One (WO1) to Chief Warrant Officer Two (CW2) (PPOM 13-006).
- 2. This memorandum supersedes reference 1g above and provides guidance on the administrative separation of Army National Guard (ARNG) Second Lieutenant's (2LT) who fail to complete the military education requirement of Basic Officer Leadership Course (BOLC).
- 3. Applicability. This guidance applies to all 2LTs in the ARNG.
- 4. BOLC is the minimum military education requirement criteria for promotion from 2LT to 1LT as listed in 1c.
- a. The commander must submit a NGB Form 78 requesting The Adjutant General (TAG) grant an extension to 24 months if a 2LT fails to complete BOLC at 18 months.

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- b. if the officer fails to complete BOLC at 24 months. Officer's unit commander must forward a completed NGB Form 78 to request an extension through the State G1 to ARNG, Personnel Policy Division, Officer Policy Branch (HRH-O) via E-Tracker Requesting an additional 12 months in order to complete the minimum military education requirements.
- (1) Waivers up to 36 months are granted only when officer is enrolled in BOLC through Army Training Requirements and Resources System (ATRRS). The start date must be prior to the first day of the 36th month and includes a statement separation proceedings were initiated NLT the end of the 36th month. The state will not separate officers who physically attend BOLC at the 36th month.
- (2) IAW with reference 1a no extensions beyond 36 months are authorized. Discharge is required regardless of the reason for the officer being found not qualified for promotion. The state will initiate separation proceedings no later than completion of 36 months of commissioned service with a separation date no later than 42 months of commissioned service.
- c. TAG may separate an officer any time after 24 months rather than request an extension.
- 5. Failure to Complete Military Education Requirements.
- a. Reference 1c and 1f authorize the separation of officers who fail to complete BOLC within 36 months of commission. Separation pursuant to reference 1d under the guidelines of reference 1f for failure to complete BOLC is only for Direct Appointees and Officer Candidate School graduates. However, reference 1c and 1e states 2LTs commissioned through the Reserve Officers' Training Corp (ROTC) program must complete BOLC NLT 36 months after commissioning. Separation for officers whose source of commission is ROTC may be initiated as early as 30 months for failure to successfully complete BOLC. Exceptions to the requirement for completion of BOLC prior to 36 months are as follows:
- b. Officers granted equivalent credit for BOLC at the time of appointment IAW reference 1c.
- c. Table 2-2 of same reference above does not require BOLC for Early Commissioning Program (ECP) officers in order to complete for promotion to 1LT. However, they must complete BOLC in order to be eligible for promotion to Captain.
- d. Reference 1c allows Army Medical Department officers enrolled in the Specialized Training Assistance Program up to three years to complete BOLC after their training program.

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- e. ARNG chaplain candidates initially appointed as 2LTs (unless already commissioned) to the Chaplain Branch carry the Area of Concentration of 56X. Commanders, through State G1, must initiate separation action on any officer who fails to complete BOLC within the prescribed period of time. Commanders, through the State G1, must initiate separation action on any officer who fails to complete BOLC within the prescribed period of time. The provisions within this guidance apply without exception to all ARNG 56X officers.
- 6. Initiation of Separation.
- a. Initiation of separation for failure to complete BOLC will be processed by the officer's commander through his/her State G1 for separation approval and publication of separation order. The State G1 further coordinates with ARNG-HRP-R for the withdrawal of Federal recognition. Discharge request is accomplished with or without the officer's consent.
- b. Requests for discharge of 2LTs failing to complete BOLC is accomplished in accordance with reference 1d. Upon validation of discharge request and initiation of any applicable recoupment action, the State G1 will publish discharge orders and distribute in accordance with Army regulatory guidance.
- 7. TAG may request a waiver, through ARNG-HRH-O, to Assistant Secretary of the Army, Reserve Affair (ASA M&RA) to reappoint an officer previously separated for failure to complete BOLC. State may submit further request for Federal recognition only after ASA M&RA approves reappointment.
- 8. My point of contact for this guidance is Mr. Roberto Munoz, Management Analyst, ARNG Officer Policy Branch at 703-601-6842, DSN 329-6842, or at roberto.munoz1.civ@mail.mil.

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